



National Finance Center Customer Notification

Date of Notification: January 14, 2011

Subject: W-2 Update

Database/Customer(s) Affected: All

Dear Customer:

On Monday, January 17, 2011, W-2s for Calendar Year 2010 will be available on the Employee Personal Page and the Reporting Center. 2010 W-2s are currently being printed and mailed. No request for 2010 W-2 reprints will be honored until February 3, 2011 or later.

For data security reasons and to protect Personally Identifiable Information, the Call Center and the EmpowHR Help Desk will not accept telephone, e-mail, or faxed requests for W-2s. Effective immediately, NFC help desks will advise current or recently separated employees who earned wages in 2010 to access their W-2 on the Employee Personal Page (EPP) or to contact their Servicing Personnel Office (SPO) for assistance. Employees separated more than 90 days will have to contact their SPO for W-2 assistance. The SPO can access the W-2 on the Reporting Center under Financial Report, W2 Wage and Tax Statement. Now is the time for employees to verify their EPP access and for SPOs (1) to verify their access to W-2s on the Reporting Center or (2) to request access to agency W-2 data through their Agency Security Officer.

Some employees request W-2 reprints because the address on the W-2 does not match the employee's current residence address. Please note that it is not an Internal Revenue Service requirement that the address on the W-2 match the employee's current residence address. NFC should only be requested to reprint a W-2 if the employee does not receive the mailed W-2 by February 2, 2011, and cannot access the W-2 through EPP or by request to the SPO.

There are a few agencies whose W-2 information is not written to the Reporting Center. After February 2, 2011, authorized personnel may submit a Special Payroll Processing System (SPPS) Web written inquiry for current or separated employees who have not received W-2s by that date. No NFC organization will process telephone, e-mail or faxed requests for W-2s.

"Tip of the Week"

As a reminder, SPPS Web allows agencies to process certain types of manual payments and adjustments without NFC's intervention to calculate and complete the transactions for processing.

For additional W-2 information, see the bulletin dated December 9, 2010 entitled Title I, 10-32, Delivery of the 2010 Internal Revenue Service (IRS) Form W-2, Wage and Tax Statement.

Federal employees with questions concerning this notification should contact their Servicing Personnel Office. Authorized agency representatives with questions concerning this notification should contact NFC's Client Management Branch at Customer.Support@nfc.usda.gov.

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